



BENBROOK ECONOMIC DEVELOPMENT CORPORATION

STOREFRONT IMPROVEMENT PROGRAM *MATCHING FUNDS REIMBURSEMENT GRANT APPLICATION*



The Benbrook Economic Development Corporation (BEDC) promotes a diverse and vital economy by attracting new businesses, retaining and supporting existing businesses, facilitating desired development, and by promoting Benbrook to new residents and visitors.

In support of existing businesses, with preference to those located along the Benbrook Boulevard/US 377 highway corridor, and to enhance the overall physical appearance and commercial appeal of Benbrook, BEDC is offering a matching fund reimbursement grant, the **STOREFRONT IMPROVEMENT PROGRAM**, to eligible businesses who wish to improve building façades or other exterior features of existing commercial buildings.

The **STOREFRONT IMPROVEMENT PROGRAM** offers a **50% matching grant**, not to exceed **\$20,000**, for costs associated with approved eligible improvements (see **Section II** below).

Thank you for Building a Better Benbrook!

I. ELIGIBILITY CRITERIA

The following criteria must be met for participation in the STOREFRONT IMPROVEMENT PROGRAM:

- A. Applicants must be commercial property owners or commercial tenants located within the city limits of Benbrook, Texas, with a preference given to those located along the Benbrook Boulevard/US 377 highway corridor;
- B. Tenants must have written approval from property owners to participate in the program;
- C. Non-conforming signage on property, if applicable, must be permanently removed as part of the improvement;
- D. Property owners must be up-to-date on all taxes, and have no outstanding code violations prior to participation in the program, and;
- E. Applicants must agree to comply with all State and local laws and regulations pertaining to licensing, permits, building code and zoning requirements.

II. ELIGIBLE PROJECTS

The STOREFRONT IMPROVEMENT PROGRAM offers a 50% matching grant, not to exceed \$20,000 per project, for costs associated with the following approved improvements:

- A. Brick/Masonry Repair or Cleaning
- B. Painting
- C. Signs
- D. Structural Safety Upgrades
- E. Parking Improvements
- F. Building Façade Repair/Remodel (awnings/canopies, re-siding, etc.)
- G. Doors and/or Window Repair/Replacement
- H. Lighting that is visually appealing and appropriately illuminates signage, storefront window displays and/or areas of a building façade.
- I. Curbing, irrigation, approved trees, landscaping beds or other landscaping features, attached to the building where appropriate, not to exceed twenty percent (20%) of the project budget.

III. OTHER/PRIOR IMPROVEMENTS

- A. Other improvements may be approved on a case-by-case basis, if they meet the objectives of the STOREFRONT IMPROVEMENT PROGRAM.
- B. Alterations and improvements made prior to receiving a 'Notice to Proceed with Improvements' are not eligible for reimbursement.

IV. ALTERATIONS

The applicant agrees not to change or alter the improved façade without prior written approval from the Benbrook Economic Development Corporation staff for three (3) years from the date of the reimbursement check issued under the STOREFRONT IMPROVEMENT PROGRAM. The applicant agrees to return a pro-rated amount of the grant money received if the improvement is removed within the three (3) years.

V. WORK COMPLETION

Applicants awarded a grant shall complete described improvements within six (6) months of approval by the BEDC. If additional time to complete the project is required, applicant may apply for a six (6) month extension, subject to approval of the BEDC. For expenses to be eligible for reimbursement, work shall not commence until reviewed and approved by the appropriate city department (s) and the BEDC, and a 'Notice to Proceed with Improvements' has been issued.

VI. APPLICATION

The following must be submitted as part of a complete application packet:

- A. A completed **STOREFRONT IMPROVEMENT PROGRAM APPLICATION** (page 5).
- B. **Photographs** – indicating the present form and condition of the existing structure (color prints, snapshots, digital, or instant prints are acceptable).
- C. **Detailed drawings or renderings** – of the proposed project.
- D. **Description of the Project** – plans that will indicate all proposed work, including any structural work or repair, paint colors, materials, and design. Detailed engineering plans are not necessary.
- E. **Letter of Permission** – from the property owner to participate in the Storefront Improvement Program (to include the expiration date of current lease).
- F. **A Copy of at least Two Bids** – for work as described in the application, with preference given to contractors who operate in Benbrook, Texas.

Process: The BEDC will review completed applications and determine grant eligibility. Staff will meet with the applicant, and if approved, the applicant will receive a 'Notice to Proceed with Improvements'. Staff will review and monitor progress of the project, and reimbursement checks will be issued after city staff has certified the work has been successfully completed and meets all applicable regulations.

VII. PROGRAM ASSISTANCE

City staff can provide guidance on façade improvements specific to individual storefronts, as requested. The applicant will still be expected to hire his/her own licensed architect, if necessary, to carry forth the conceptual design to completion of construction.

GENERAL CONDITIONS

- A. It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances, and other applicable regulations. Neither approval of a grant application nor payment of the grant upon completion of the project shall constitute approval by any City department or staff of the project, nor shall approval of such grant application or payment of the grant upon completion of the project constitute a waiver by the City of any safety regulations, building code, ordinance, and other applicable regulation.
- B. It is expressly understood and agreed that the applicant is solely responsible for overseeing the work, and will not seek to hold the Benbrook Economic Development Corporation, the City of Benbrook, and/or their agents, employees, officers, and/or directors liable for any property damage, personal injury, or other loss related in any way to the STOREFRONT IMPROVEMENT PROGRAM, and by submission of application, the applicant agrees to indemnify the Benbrook Economic Development Corporation, the City of Benbrook, and/or their agents, employees, officers, and/or directors from any claims or damages resulting from the project, including reasonable attorney's fees.
- C. The applicant shall be responsible for maintaining sufficient insurance coverage for property damage and personal injury liability relating to the applicant's participation in the STOREFRONT IMPROVEMENT PROGRAM.
- D. The applicant authorizes the Benbrook Economic Development Corporation to promote an approved project, including but not limited to displaying a sign at the site during and after construction, and using photographs and descriptions of the project in material and media releases.
- E. If the applicant seeks to change the scope of the project after the grant has been approved, the applicant must meet with BEDC staff. The applicant must have written staff approval on all modifications to remain eligible for grant funding.
- F. The Benbrook Economic Development Corporation has the right to terminate the STOREFRONT IMPROVEMENT PROGRAM at any time and any agreement under the STOREFRONT IMPROVEMENT PROGRAM if a participant is found to be in violation of any conditions set forth in these guidelines, or if the project has been started prior to an executed agreement with the BEDC.

**For office use only:**

Approval Date: _____

Estimated grant amount: _____

Worked performed by: _____

Project complete date and reimbursement check amount/date:

**BENBROOK ECONOMIC DEVELOPMENT CORPORATION
STOREFRONT IMPROVEMENT PROGRAM
MATCHING FUNDS REIMBURSEMENT GRANT APPLICATION**

APPLICATION

Business Name:
Business Address:
Contact Person:
Phone:
E-Mail:
Business Description:
Certificate of Occupancy/Business Registration Number and Date Issued:
Texas Sales Tax and Use Tax I.D. Number:
Relationship between the applicant and the storefront:
<input type="checkbox"/> Owner <input type="checkbox"/> Tenant
Property Owner:
Property Owner Phone:
Describe the scope of work for the proposed project:
Attachments as described in Section VI
<input type="checkbox"/> Complete
Please mail or bring completed application to:
City of Benbrook – BEDC, 911 Winscott Road, Benbrook, Texas 76126
By affixing your signature, the applicant acknowledges they have read and agreed to the Benbrook Economic Development Corporation STOREFRONT IMPROVEMENT PROGRAM guidelines and general conditions.
Print Name: _____
Signature: _____ Date: _____